

*Vermont Adult Diploma Program*

# **Standards for January 03**

### ❖ **Convey ideas in writing**

- Write to achieve a purpose and clearly communicate a message.
- Develop a main idea fully with supporting details that explain, illustrate, and clarify the message.
- Organize ideas and details to make the writing easy for the reader to follow and understand.
- Use vocabulary and tone appropriate for the purpose and engaging for the reader.
- Avoid convention errors in spelling, punctuation, capitalization, grammar, and paragraphing that distract and confuse the reader.

### ❖ **Speak so others can understand**

- Communicate a focused and well organized message where main ideas stand out and can be clearly understood.
- Support listener's understanding with details that explain, illustrate, and clarify main ideas.
- Hold listener's attention and reinforce verbal message with appropriate variations in pace and volume, as well as nonverbal techniques such as eye contact and use of gestures.
- Use appropriate vocabulary for the purpose and the listener.
- Use language with few grammatical and usage errors that interfere with listener's understanding.
- Observe and detect problems with listener's attention and understanding.
- Adjust oral messages, when needed, to help the listener more fully and accurately understand.

### ❖ **Observe critically**

- Describe purposes of observation and gather unbiased observations appropriate to the purpose.
- Summarize main ideas from visual sources and illustrate with supporting details.
- Organize and analyze observations to identify patterns and make interpretations defended with evidence.
- Relate observations to own experiences, ideas, and prior knowledge to extend understanding.

### ❖ Learn through research

- Identify an issue and pose focused questions to guide information gathering.
- Find and collect useful materials from a variety of sources in order to understand different perspectives on the issue.
- Organize information in ways that help evaluate, analyze, interpret findings, answer questions and draw conclusions.

### ❖ Solve problems and make decisions

- Identify and explore a problem to gain a basic understanding of the situation.
- Describe actual needs and define minimum requirements for any solution.
- Gather information and identify possible alternative solutions.
- Define factors that must be considered when comparing alternatives.
- Organize gathered information for evaluation against the key decision factors.
- Interpret the information and identify the pros and cons of each alternative.
- Consider the pros and cons against the solution requirements defined earlier.
- Make a decision that is well defended with information and good reasoning.

### ❖ Advocate and influence

- State a clear and focused opinion on an issue.
- Identify key persons that must be involved in action on this issue and how their points of view on issue might differ.
- Gather information needed to build a strong argument in defense of your stated opinion.
- Make persuasive presentation of arguments that lead listener to agreement with stated opinion.
- Observe listeners to identify their objections and adjusts how message is communicated for greatest impact.

### ❖ Use information technology

- Make use of computers to prepare written documents using basic word processing and email skills.
- Use the Internet to explore a topic, and to find and gather relevant information.

### ❖ **Seek job opportunities**

- Describe own personal characteristics and how they influence career choice and job selection.
- Search for available jobs that fit with own interests and skills.
- Complete a job application and write a resume that highlight skills and experience relevant for a selected job.
- Write a cover letter that clearly and concisely demonstrates your abilities to perform the job and gains the employer's interest.
- Complete a job interview that communicates your abilities to do the job and work well with others, and that shows personal qualities such as responsibility, confidence, and honesty.